

# Submit for Assessment – QUICK REFERENCE GUIDE FOR CENTRES

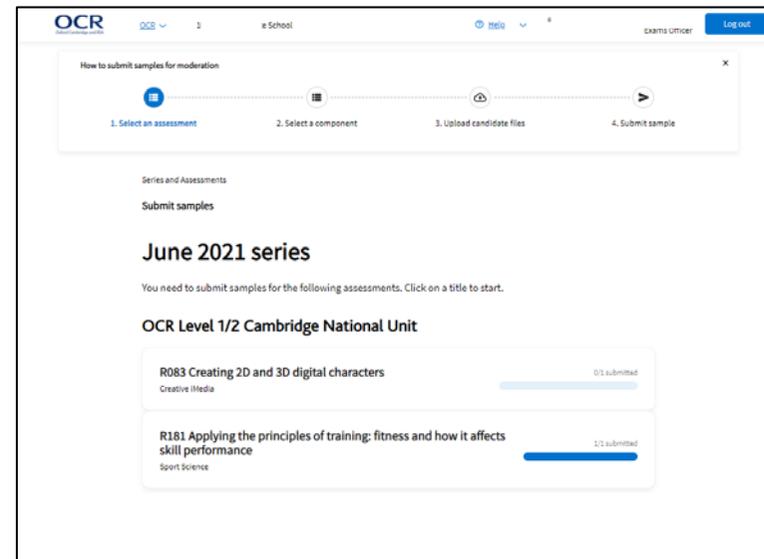
## Getting started

1. Log in/register for 'My Cambridge'.
2. Make sure you have the relevant Submit for Assessment role assigned to you.
3. Click on the 'Submit for Assessment' tile.



## Navigating the website

1. After you log in, you will see a Welcome page, choose OCR and click **Continue**.
2. You will then see the home page which shows the assessments you can upload files for. Choose an assessment by clicking on it.



3. Choose the component. The number of candidates, the accepted file types and the date by which the files should be submitted are shown.



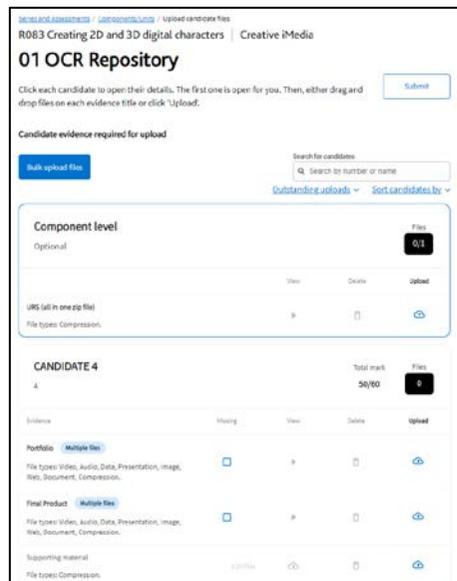
4. The next screen you see will be where you upload files. To go back to any previous screen, use the breadcrumb trail at the top of the page.

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## Working with candidates' files

All candidates entered for the assessment will appear in descending mark order. The first candidate will already be open.

If you need to (or can) submit any forms or documents with the sample, there is an area for this above the list of candidates.



Using the box and links at the top of the list, you can:

- **Search** for a specific candidate. Enter all or part of the candidate's name or number.
- **Sort** candidates by name, number or mark.
- **Filter** the candidate list. For example, you can choose to view just those candidates you have uploaded files for so far.

The assessment may be split into sections of evidence that need to be uploaded.

For each section, the accepted file types are listed.

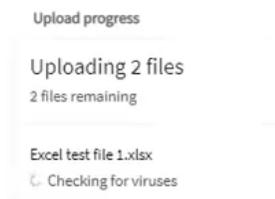
If multiple files can be uploaded for that section, this is stated next to the title. You can select and upload multiple files at the same time.

The indicator at the top right shows how many files have been uploaded for the candidate.

The icons that appear next to each file show the actions you can take. For example, the View and Delete icons appear in grey if you haven't uploaded a file.

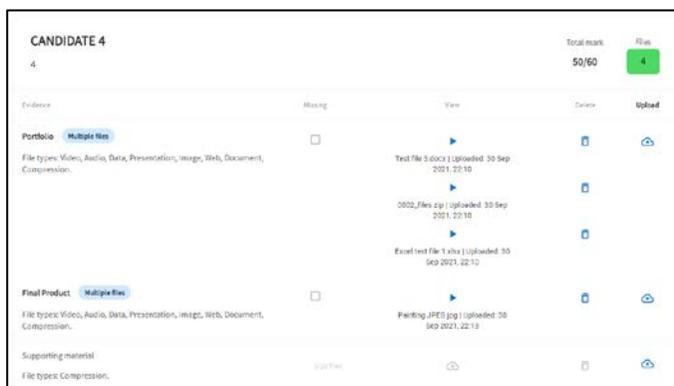


1. Upload files to evidence sections. There are two ways to do this:
  - i. Drag and drop from your file browser window.
  - ii. Click the **Upload** icon, choose files and click Open.
2. Upload progress is shown on the left of the page. You can upload another file when others are in progress, either for the same candidate or a different one.
3. Files are checked for viruses. When this finishes, each file appears with its name and the date and time it was uploaded. The **View** and **Delete** icons become available.



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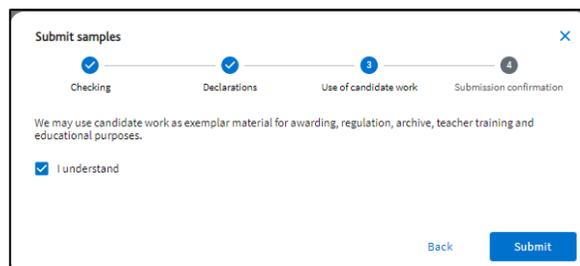
- When all expected files for all sections have been uploaded, the file indicator will turn green.



- If you do not have any files for a section of evidence, click the **Missing** icon. Please make sure you follow OCR procedures about lost, missing, damaged or incomplete work.

### Submitting the sample

- When you have uploaded all files expected for the sample, you can send the sample for moderation by clicking **Submit**.
- You need to read the information about centre authentication, internal standardisation and use of candidate work. Tick the box on each page to show that you understand in order to move the next step.
- Click **Submit**. A confirmation page will appear. When you close this, the screen will show that the sample has been submitted.



### Other features

There are a couple of other features you might find useful. However, please use them with care.

#### Uploading supporting material

If you have any extra files for a candidate that aren't to be considered as part of their evidence, you can upload them as supporting material.

The upload works in exactly the same way. Note that the system automatically renames uploaded files with a unique name of the form:

Component\_CentreNumber\_CandidateNumber\_Supporting\_DateTime stamp

For example:

01\_3357\_R085\_01\_98765\_1005\_Supporting\_14\_01\_2021\_12\_14\_11

#### Uploading files in bulk

The **Bulk upload** option allows you to upload files for a number of candidates in one go. To use this, you will need to have named the files in a certain format in advance. This may not be suitable to use in all circumstances, for example if the naming of files by candidates forms part of the assessment.

For details, see the help information that appears when you click **Bulk upload files**.

### More information

Some supporting information is available from the **Help** button that appears at the top of every page. This includes information about the file types and sizes accepted.